

Before submitting your building permit application

have you...

- ⇒ Filled out the application completely?
- ⇒ Had the application signed by the landowner / building owner/ HOA?
- ⇒ Given a current phone number?
- ⇒ Submitted a detailed site plan of work to be done?
- ⇒ Attached an erosion control plan (if applicable)?



FEES

The permit fee is due at pick up. The fee is calculated by the building inspector based on the type of construction and/or cost of construction. If any construction is completed prior to obtaining a permit, an after-the-fact fee may cost double the regular fee. Fees may be paid via cash, check or credit card.



BUILDING PERMIT INFORMATION

Town of Colchester
Department of Planning & Zoning
781 Blakely Rd.
Colchester, VT 05446
Phone: 802-264-5606

Visit us on the web: www.colchestervt.gov

DO YOU NEED A LOCAL PERMIT?



“When in doubt, fill it out.”

A Permit is required for the following:

- New commercial, industrial and residential structures.
- Any addition to an existing structure.
- Adding or removing interior walls.
- Adding an accessory apartment.
- Repairs in excess of \$2500.
- Finishing a basement.
- Fences, pools, patios & decks.
- Business signs; temporary or permanent.
- Demolition.
- Seawalls.
- Wood stoves or pellet stoves.
- Accessory structures such as sheds or gazebos.
- Earth disturbance, filling, grading.
- Paving, concrete, or other impervious material.

DO YOU NEED A STATE PERMIT?



The Colchester Department of Planning & Zoning administers the State Wastewater Program. Call our office at 802-264-5601 for more information.

Most construction involving commercial and multi-family properties require a **State Building Permit from the Division for Fire Safety.**
802-879-2300.

Contact a **State Permit Specialist** online at www.anr.state.vt.us, by calling 802-879-5676, or visiting 111 West St. in Essex Junction, VT.

Dig Safe System, Inc.
1-888-DIG-SAFE
(1-888-344-7233)

FILLING OUT A PERMIT

Fill out the relevant portions of the form. Be sure to **sign** the bottom and provide address and **phone number** where you can be reached when the permit is ready. If you rent, or are a condo owner, the property owner or HOA representative must sign the permit as well. Attach your plans to the permit. If an outdoor project include the measurements of additions, distances to property lines and the location of your septic tank and leach field. If a fence, show where the fence will be placed within the property line.

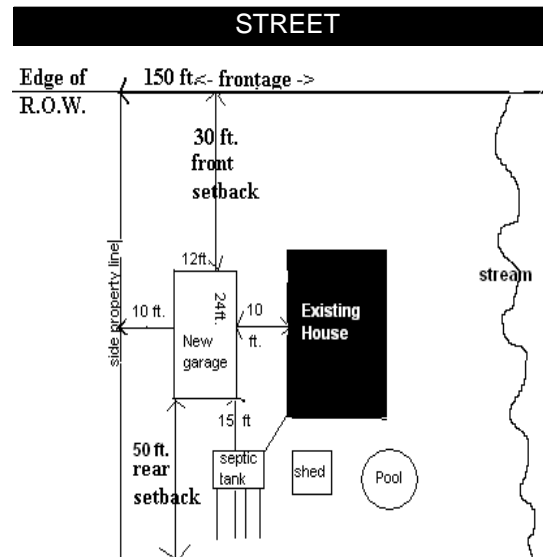
Be sure to highlight the proposed changes and provide the following information:

- Property lines (including along the road.)
- All existing & proposed buildings with dimensions.
- Setback of buildings from property lines.
- Driveway and parking areas with dimensions.
- Septic tanks, lines and leach fields.
- Well and water line (if applicable).
- For interior work, provide a floor plan showing walls, doors, windows, and label each room. (i.e. "bedroom")
- If an accessory apartment or additional bedroom is proposed a wastewater and water permit application may be required. Please check with the Planning and Zoning Department.
- Some applications may need to be reviewed by the Development Review Board (DRB).

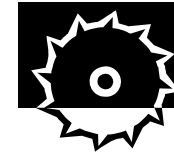
For new construction or additions involving commercial and multi-family properties also provide:

- A framing plan showing size and spacing of floor joists, stud walls, roof rafters or trusses.
- A grading plan showing existing and proposed contours at two foot (2') intervals.
- Floor plans and elevation views with associated architectural and structural details and other technical data, including snow loads, wind loads and live floor loads.
- Truss plans certified by a registered engineer meeting minimum code requirements for snow loads (40 lbs. per square foot).

SAMPLE SITE PLAN



WHEN CAN I START



Do plan ahead. State law allows up to 30 days for the review of a building permit application and there is a 15 day appeals period between the date of permit pick-up and the date construction may begin. We will notify you when the permit has been approved and is ready for pick up. During the appeals period the orange card must be posted at the building site where it will be visible from the road.

INSPECTIONS

Several inspections may be required during construction as follows:

1. Footings and foundation to be made after the forms are in but prior to pouring concrete.
2. Rough-in / framing, after plumbing, heating and electrical installation but prior to the dry wall.
3. Insulation; means of assuring proper attic ventilation must be in place.
4. **Final inspection** after completion and prior to occupancy.

It is the applicant's responsibility to schedule the inspections. Call 802-264-5606 to schedule an appointment with the building inspector **at least 24 hours in advance**.

Every project (including fences and sheds) requires a final inspection to close out the permit. Open permits can delay the closing of a home sale or refinancing, so be sure to complete this important last step of the process. Final inspections must be made within two years of the permit issue date.

PREVENTING POLLUTION WASTE MANAGEMENT

Paints, solvents, adhesives, dust, sediments and household toxins commonly associated with home repair and remodeling activities can make their way into the local storm drain system. These pollutants do **not** get treated before reaching Lake Champlain.

The Chittenden Solid Waste District provides recycling that is less costly than landfilling for many building materials.

For disposal of hazardous waste materials (paints, solvent, adhesives, etc.) contact the CSWD Environmental Depot at 802-863-0480. Contractors call 802-865-4663.

Tree limbs, stumps, brush and clean wood without paint, stain, glue or nails, as well as scrap metal, can be brought to the CSWD Drop-Off Center 802-878-8111.

Recycle North (802-846-4015) and Mason Brother's Salvage (802-879-4221) will accept lumber, reusable doors, windows, fixtures, etc.

Recycling for asphalt pavement, concrete and bricks: A. Marcelino & Co. 802-862-6383

Burning or burying construction waste is illegal.